

**Council on Domestic Violence and Sexual Assault**

**Submission Requirements for Complete Application**

Community Based Primary Prevention Programs Grant

October 1, 2014 to June 30, 2015

- o **Postmarked or hand delivered by COB, September 12, 2014**
- o One bound original and three (3) bound copies
- o Face Sheet or proposal cover must include the agency's name
- o Proposals must be written using a 12-point Times New Roman font, single spaced

Please note that proposals must be written in the following order and include all applicable information. Please use the following list as the headings for each section:

- o Application Face Sheet
- o Table of Contents
- o Project Abstract – not to exceed 1 page
- o Project Narrative– not to exceed 3 pages
- o Required Narrative attachments
  - Community plan for primary prevention
  - Current evaluation plan for existing primary prevention projects
  - Prevention partner list
  - Community Prevention Coalition MOU's with agency commitments; names and signatures
  - Resume and job description of existing/proposed prevention staff
- o Project Goals and Objectives – not to exceed 2 pages
- o Budget Detail-must use form provided by CDVSA
- o Budget Narrative– not to exceed 2 pages (no form provided)
- o Required New Applicant Information for applicants who are not presently grantees of CDVSA victim service programs.
  - MOU with existing victim service provider
  - Articles of Incorporation
  - By-laws
  - Determination of Non-profit status
  - List of Board Members
  - Resume and job description of executive director/project coordinator
  - Efforts to involve others
  - Letters of support

All items must be included for the proposal to be considered **COMPLETE**. Full points will not be awarded to applications not meeting the requirements.